



COUNTY OF LOS ANGELES
invites applications for the position of:

INFORMATION TECHNOLOGY MANAGER I

SALARY: \$8,433.04 - \$12,764.10 Monthly
\$101,196.48 - \$153,169.20 Annually

OPENING DATE: 04/01/16

CLOSING DATE: 04/15/16 05:00 PM

POSITION/PROGRAM INFORMATION:



TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

EXAM NUMBER
R2565B

APPLICATION FILING PERIOD
Monday, April 4, 2016 @ 8:00 a.m. through Friday, April 15, 2016 @ 5:00 p.m., PST

DEFINITION:

Under direction, plans, organizes and directs the activities of a major information systems section or a small division providing services to support achievement of departmental and County mission and objectives. May function as a departmental CIO (Chief Information Officer) in a small County department.

CLASSIFICATION STANDARDS:

Positions allocable to this class are allocated to a departmental centralized IT organization and are responsible for managing the staff and resources of a small division or large section that provide information technology services for business users. Information Technology Managers are classifications requiring a high degree of professional information technology knowledge as well as a broad range of management skills including organizational design, strategic planning, budgeting and personnel management. This classification differs from Principal level IT positions and IT supervisors in that they report directly to a higher level IT manager or the departmental CIO and have a high degree of responsibility for budget control and review.

Incumbents in this series are distinguished from Information Technology Specialists in that their work focus is on effective management and integration of customer, staff and project relationships and results.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, manages, integrates and evaluates the work of a division/section with subordinate supervisors and/or staff.

Provides full administrative and technical supervision of staff including approving time off, evaluation of performance and takes or recommends disciplinary action, up to and including termination.

Develops and directs the implementation of operational plans to support the County's/department's business goals.

Works with department/ business managers to evaluate current and anticipated Information Technology requirements.

Develops and negotiates service level agreements and manages to ensure their attainment.

Coordinates information systems activities with other divisions/sections or County departments to optimize use of existing hardware and software and leverage design of new systems.

Manages and/or supervises and participates in the assessment and analysis of business requirements and development and maintenance of applications.

Drafts or reviews draft Requests for Proposals or Information (RFPs, RFIs) and evaluates responses and recommends vendor selection.

Administers vendor contracts; reviews and acts on contract change request and approves deliverable developed by vendors or contract staff.

Directs and/or participates in managing development, infrastructure and/or hardware/software migration projects.

Manages, directs and evaluates the work of staff providing data center operations and support of hardware, software and other technology support functions.

Coordinates problem solving, conflict resolution, escalations, restart and recovery.

Meets and consults with customers and vendors regarding service delivery needs.

Establishes performance requirements and personal development targets for assigned staff and monitors and evaluates performance. Provides coaching for performance improvement and development.

Assesses skill gaps and provides training to ensure skills stay current with the technology requirements for current and future work assignments.

Promotes efficient, cost effective uses of advanced technologies and manages the migration to next-generation technologies.

Conducts or oversees research and special studies and implements recommended organizational, procedural and other changes and benchmarks internal operations against best practices of other agencies and organizations.

Manages and/or participates in department disaster recovery planning and systems security administration.

Coordinates the development, implementation and administration of technical training program for business users.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option I: Graduation from an accredited college with a bachelor's degree in Computer Science, Information Systems, or a closely related field*, AND four (4) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization** performing information systems analysis and design, application development, network administration or operating systems analysis; one (1) year must have been in a supervisory capacity.

Option II: One (1) year of experience at the level of Los Angeles County class of Information Technology Supervisor, Principal Information Systems Analyst, Principal Application Developer, Principal Operating Systems Analyst, or Principal Network Systems Administrator.***

Option III: Six (6) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization** with at least two (2) years functioning in a supervisory capacity.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*In order to receive credit for any degree such as a Bachelor's, Master's, or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission.

**Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or at Sheriff Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organization unit.

***Experience at the level of Information Technology Supervisor is defined as: supervises the activities of an Information Technology section within a departmental centralized information technology organization responsible for providing complex information technology services, including planning, design, coordination, development, implementation, maintenance, and support of automated information and telecommunication systems.

***Experience at the level of Principal Information Systems Analyst is defined as: performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development. Acts as a lead or technical consultant for complex systems development projects and may supervise lower level Information Systems Analysts and other technical staff.

***Experience at the level of Principal Application Developer is defined as: performs highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems. This position may also function as a lead for application development projects and may supervise lower level application development personnel.

***Experience at the level of Principal Operating Systems Analyst is defined as: provides technical leadership or supervision of work involving complex operating systems and associated software, hardware and servers, including midrange or mainframes hosting critical applications in a high-availability environment. These environments require formal change management and problem resolution procedures and comprehensive back-up and recovery solutions.

***Experience at the level of Principal Network Systems Administrator is defined as: provides technical leadership for the comprehensive support of complex network and server operating system environments. Incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. This position functions as a lead for complex network systems administration projects and may supervise lower level Network Systems Administrators and other technical staff.

ADDITIONAL INFORMATION:

This examination will consist of TWO (2) parts:

Part I: A Written test weighted at 60% that contains both computerized and paper-and-pencil components covering: Written Expression, Data Analysis and Decision Making, Reading Comprehension, Achievement, Confidence and Optimism, Flexibility, Independence, Influence, Innovation, Sense of Duty, Thoroughness, Coaching & Development, Monitoring, Decision Making, and Prioritizing.

Applicants must achieve a passing score of 70% or higher on Part I in order to proceed to Part II.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Part II: An evaluation of Training and Experience weighted 40% covering: Knowledge of the Principles and Practices of Multiple Information Technology Disciplines, Administration and Management, Financial Management, Operations Analysis, Knowledge of Systems and Customer Service.

Applicants must meet the Minimum Requirements and achieve a final passing score of 70% or higher on each part in order to be placed on the eligible list.

NOTE: Applicants may receive notice via email regarding the written tests and are responsible for providing a valid email address. Add vsalomon@hr.lacounty.gov and

info@governmentjobs.com to your address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail. Scores cannot be given over the telephone.

Candidates will be notified of their final test results via US mail. Scores cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION

The names of successful candidates will be placed on the eligible list of a period of 12 months.

VACANCY INFORMATION

The resulting eligible list will be used to fill a vacancy with the Department of Parks and Recreation.

Available Shift: Any

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application by 5:00 pm, PST, by the last day of filing. Any or all required document(s) must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to vsalomon@hr.lacounty.gov or fax to (213) 380-3681. Please ensure to reference your full name, the examination title and number on the subject of your email. **Applications submitted by U.S. Mail, Fax, or in person will not be accepted.**

IMPORTANT NOTES:

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

SOCIAL SECURITY NUMBER: All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Virna Salomon

Department Contact Phone: (213) 351-2953

Department Contact Email: vsalomon@hr.lacounty.gov

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R2565B
INFORMATION TECHNOLOGY MANAGER I
VS

Los Angeles, CA 90010

INFORMATION TECHNOLOGY MANAGER I Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
- ☐ I understand the above information and instructions.
- * 2. Which of the following best describes your level of education?
- ☐ High School diploma or equivalent
- ☐ Some college, training, or certificate
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree
- * 3. Which of the following best describes your area of specialization for your degree?
- ☐ Computer Science

- ☐ Information Systems
- ☐ A Closely Related Field
- ☐ Other
- ☐ Not Applicable

- * 4. If you have selected "A Closely Related Field" or "Other", please **ATTACH/UPLOAD** a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission **AND** please provide the following information below:

- Required Degree or Equivalent from a Law School:
- College or University:
- Date Completed (mm/dd/yr):

If you chose "Not Applicable" for Question No. 3, please indicate "N/A".

- * 5. How many years of progressively responsible, full-time, paid experience do you have in a centralized Information Technology organization* performing information systems analysis and design, application development, network administration or operating systems analysis?
*Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or at Sheriff Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organization unit.
- ☐ I do not have experience in this area
 - ☐ Less than 4 years of experience
 - ☐ 4 or more years of experience but less than 5 years
 - ☐ 5 or more years of experience but less than 6 years
 - ☐ 6 years of experience
 - ☐ More than 6 years of experience
- * 6. How many years of experience do you have supervising staff working in a centralized Information Technology organization* performing information systems analysis and design, application development, network administration or operating systems analysis? *Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or at Sheriff Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organization unit.
- ☐ I do not have experience in a supervising capacity
 - ☐ Less than 1 year supervisory capacity experience
 - ☐ 1 year of supervisory capacity experience but less than 2 years supervisory capacity experience
 - ☐ More than 2 years supervisory capacity experience
- * 7. Please describe your supervisory duties/functions and number you supervised. If you do not have supervisory experience, please indicate "N/A".
- * 8. Are you a current County of Los Angeles employee?
- ☐ Yes ☐ No
- * 9. If you are a County of Los Angeles employee, which of the following position do you currently hold?
- ☐ Information Technology Supervisor
 - ☐ Principal Information Systems Analyst
 - ☐ Principal Application Developer
 - ☐ Principal Operating Systems Analyst
 - ☐ Principal Network Systems Administrator
 - ☐ Other

☐ Not Applicable

* 10. How many months have you held for the above position?

☐ Less than 12 months

☐ 12 months of experience

☐ More than 12 months of experience

☐ Not Applicable

* 11. If you chose "Other" for Question No. 9, please indicate your payroll title and how long have you held the position (start MM/DD/YY and end MM/DD/YY dates) below. If you have not held any of the positions listed for Question No. 9, please indicate "N/A".

* 12. Describe your experience in managing the development of contract documents such as Statement of Works (SOW), Request for Bids (RFB), and Request For Proposals (RFP). Provide the following: Date From (MM/DD/YY): Date To (MM/DD/YY): Total Duration: Employer: Address: Job Title: If you do not have experience in this area, please indicate "N/A".

* 13. Describe your experience initiating projects, working with vendors to develop project scope, coordinating with multiple County departments in overseeing contract execution, and managing vendor performance. Provide the following: Date From (MM/DD/YY): Date To (MM/DD/YY): Total Duration: Employer: Address: Job Title: If you do not have experience in this area, please indicate "N/A".

* 14. Describe your experience managing project management activities that include governance, developing project documents, managing budgets and managing resource workload. Be specific on your role in each of the categories. Provide the following: Date From (MM/DD/YY): Date To (MM/DD/YY): Total Duration: Employer: Address: Job Title: If you do not have experience in this area, please indicate "N/A".

* 15. Describe your experience providing leadership in the development and maintenance of web application. Provide the following: Date From (MM/DD/YY): Date To (MM/DD/YY): Total Duration: Employer: Address: Job Title: If you do not have experience in this area, please indicate "N/A".

* 16. Describe your experience in information technology strategic planning and managing of information technology budget. Provide the following: Date From (MM/DD/YY): Date To (MM/DD/YY): Total Duration: Employer: Address: Job Title: If you do not have experience in this area, please indicate "N/A".

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

INTERMEDIATE TYPIST-CLERK

SALARY: \$2,529.28 - \$3,395.28 Monthly
\$30,351.36 - \$40,743.36 Annually

OPENING DATE: 03/31/16

CLOSING DATE: 04/22/16 05:00 PM

POSITION/PROGRAM INFORMATION:

OFFICE OF THE DISTRICT ATTORNEY



TRANSFER OPPORTUNITY NOTICE
Restricted to permanent employees of Los Angeles County

INTERMEDIATE TYPIST-CLERK
Bureau of Victim Services

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill an Intermediate Typist-Clerk (ITC) vacancy in the Bureau of Victim Services. This position performs a wide range of clerical support duties such as preparing monthly reports, handling a high volume of phone calls from victims in need of services, and processing a high volume of data entry.

DESIRABLE QUALIFICATIONS:

- Good oral and written communication, grammar, and language skills.
- Good computer skills and knowledge of computer programs (e.g., Microsoft Word, Outlook, Excel, PowerPoint).
- Strong organizational skills.
- Proficient in record searches and filing documents.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to handle a large volume of incoming and outgoing telephone calls professionally.
- Ability to effectively manage multiple tasks, shifting priorities, use good judgment, and learn new skills.
- Ability to work independently and cooperatively within a team.
- Ability to effectively interact with the public, law enforcement, court personnel, judicial agencies, co-workers, and various government employees.
- Ability to maintain a high degree of confidentiality.
- Ability to review documents for accuracy and completeness.
- Experience in operating office equipment (e.g., computer, typewriter, fax, transcribing machine, and Xerox machine).

PLEASE DO NOT APPLY ONLINE

REQUIREMENTS:

ACCEPTING RESUMES FROM: Only permanent employees of Los Angeles County currently holding the payroll title of ITC and Intermediate Clerk may apply. Priority will be given to candidates who already hold the payroll title of ITC. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Julien Tan
Intermediate Typist Clerk
3204 Rosemead Boulevard, Suite 200
El Monte, CA 91731
Telephone: (626) 927-2500
E-mail: jtan@da.lacounty.gov

NO LATER THAN: FRIDAY, APRIL 22, 2016

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****

PLEASE DO NOT APPLY ONLINE

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting

offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County

the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #T2214H
INTERMEDIATE TYPIST-CLERK
RD

Los Angeles, CA 90010

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

Edelman Westside Adult Program is seeking a highly qualified individual for our directly operated clinic. This individual must possess the ability to function fluidly in a fast paced, mental health clinic environment and must be skilled at providing customer service.

EXAMPLES OF DUTIES:

- Manage the busy phones in this clinic and keep track of staff in order to effectively transfer calls.
- Possess the ability to learn and follow the clinic's policies and procedures with respect and courtesy.
- Confirm doctor and clinician appointments.
- Engage in faxing, filing, scanning and organizing projects.
- Possess a strong knowledge of computer programs: Word, Excel, Outlook, IBHIS (Integrated Behavioral Health Information System).
- Post in AVATAR.
- Provide back up, as needed, to other clerical staff processing financial paperwork or assisting psychiatrists.

DESIRABLE QUALIFICATIONS:

- Bilingual – Spanish or Farsi preferred but not required.
- Ability to multi-task, prioritize, and organize to meet deadlines for assignments and audit compliance
- Strong verbal and written communication skills
- Being highly motivated and possessing a strong work ethic
- Ability to work independently and as a team player
- Strong customer service skills
- Trained in IBHIS and currently providing posting support to clinical staff.

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail their resume, master timecard – 1 to 2 years, with DMH and last 2 performance evaluations to:

Alexandra Lizarraga
Senior Typist Clerk
Edelman Mental Health- Adult Program
ALizarraga@dmh.lacounty.gov

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Mental Health Clinical Supervisor

The Child Welfare Division is seeking to co-locate a Mental Health Clinical Supervisor at the Martin Luther King, Jr. Medical Hub. The individual selected for this position will supervise clinical staff that delivers mental health services to children and youth who are in or are at risk of entering the child welfare system and will coordinate activities with staff from other departments who are stationed at the Hub.

EXAMPLE OF DUTIES:

- ❖ Assists the Program Head in program planning, development and implementation.
- ❖ Hires, trains, and provides direct clinical and administrative supervision of co-located clinicians.
- ❖ Conducts quality assurance activities to ensure that mental health services are being delivered consistent with County and State regulations.
- ❖ Develops and maintains a tracking system to record program activities.
- ❖ Serves on various inter-agency committees and workgroups to coordinate the expansion of clinical staff co-located in the Medical Hub Clinics throughout Los Angeles County.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills;
- Excellent verbal and written communication skills;
- Flexibility and willingness to work in a fast paced environment;
- Ability to work with staff from various County departments;
- Willingness to travel Countywide;
- Familiarity or experience with DCFS;
- Child mental health experience;
- Skilled in working with MS Office, i.e., Word, SRTS, Avatar, and Outlook.

Interested applicants who are currently holding the payroll title of MHSC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, April 8th, 2016 to:**

Nicole Raymond
Telephone: (310) 668-3602
Fax: (310) 604-3603

Nraymond@dmh.lacounty.gov

600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Valley Coordinated Children's Services in Reseda, CA**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Mental Health Clinician I or II

Valley Coordinated Children's Services is a child and adolescent crisis intervention and intensive outpatient mental health clinic located in the San Fernando Valley with an opening for a Mental Health Clinician I or II. The Mental Health Clinician I or II works as part of an interdisciplinary team to stabilize, diagnose, treat, and advocate for youth and families who present in acute crisis.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Function as the On-Duty Therapist to receive incoming crisis calls and provide crisis assessment services
- Provide intensive outpatient mental health treatment services including crisis intervention and stabilization services
- Engage with client and family members to include them all in a cooperative treatment process, provide psycho-education, imbue hope, & generate a clinical & diagnostic picture of their needs.
- Maintain client charts, complete initial assessments & keep up with heavy and detailed DMH documentation requirements
- Maintain a caseload
- Provide case management
- Advocate for clients within systems such as schools, DCFS, Regional Center, etc.
- Link and connect consumers to viable and appropriate resources.

DESIREABLE QUALITIES:

- Experience working effectively within a multi-disciplinary team;
- Ability to be flexible with evolving programs and work duties;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Superior time management skills;
- Ability to be flexible;
- Ability to problem solve while working under pressure.
- Bilingual Spanish/English desirable, not required

Individuals currently holding the payroll title of Mental Health Clinician I or II are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to:

Stacy Becker, Psy.D.

sbecker@dmh.lacounty.gov

Phone number: (818) 708-4500 *** Fax number: (818) 654-1956



COUNTY OF LOS ANGELES
invites applications for the position of:

NETWORK SYSTEMS ADMINISTRATOR I

SALARY: \$5,177.82 - \$6,790.10 Monthly
\$62,133.84 - \$81,481.20 Annually

OPENING DATE: 03/31/16

CLOSING DATE: 04/22/16 05:00 PM

POSITION/PROGRAM INFORMATION:



FIRST DAY OF FILING

April 1, 2016 at 8:00 AM PST

Exam Number

R2558D

Type of Recruitment

Open Competitive Job Opportunity

DEFINITION:

Positions allocable to this class assist in the daily operation and administration of network and server operating system environments. Under supervision, following established guidelines, incumbents perform monitoring and/or administration duties of limited scope and difficulty.

CLASSIFICATION STANDARDS:

Incumbents in this first level Network class typically report to a lead or supervisory level network or information technology-related position. Incumbents install, configure, troubleshoot, repair, maintain, upgrade, and monitor performance of networks and servers. Assignments include support for network related software, hardware, and infrastructure. Incumbents are generally based in a centralized location or may be required to perform network related duties at field sites.

Incumbents possess working knowledge of computer networking principles and concepts and terms. They are experienced with the common elements of networking, including protocols, addressing, file servers, network clients, cable plant, and topologies. They support network applications and equipment such as e-mail, file and print services, routers, firewalls, fax and modem services, host access, network-related software and Internet services.

Incumbents may be responsible for installing, servicing and moving servers and networking devices.

ESSENTIAL JOB FUNCTIONS:

- Participates in network and server system administration and support functions, including applying patches, installing, repairing, maintaining, and upgrading hardware and operating systems.
- Creates and manages user accounts and user roles or groups; assigns privileges, passwords and administers the network security system.
- Establishes network connectivity to new nodes.
- Provides assistance to network users in resolving routine network problems.
- Monitors network security following established procedures.
- Performs network backup and restore operations following established procedures.
- Configures network devices as directed.
- Participates with other team members on large hardware and software migration and conversion

- projects; assists in installing multi-platform interfaces.
- Monitors network performance and reports problems according to established procedures.
- Assists in the development and maintenance of network documentation, logs, and files.
- Assists in allocating server resources and installing new servers.
- Assists in the VLAN configuration process required to support the installation and maintenance of services over Internet Protocol (IP), such as audio, video and data.
- Assist in the design and maintenance of network architecture, including hubs, routers, and physical network as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: A bachelor's degree in Computer Science, Information Systems, or a closely related field and one year of full-time, paid experience in a centralized Information Technology organization* within the last five years in LAN design, configuration or administration.

Option II: Two years of experience within the last five years at the level of the Los Angeles County class of IT Technical Support Analyst II** working for the County of Los Angeles, providing hardware and software support services in a centralized Information Technology organization*, one year of which must have been in assisting in the installation, configuration, troubleshooting, repairing, maintaining, upgrading, and performance monitoring of networks and servers.

Option III: Two years full-time, paid experience within the last five years in LAN design, configuration or administration in a centralized Information Technology organization*.

LICENSE:

A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS: 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

SPECIAL REQUIREMENTS:

*Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or at Sheriff Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organization unit.

**Experience at the level of IT Technical Support Analyst II in the County of Los Angeles is defined as: providing a full range of technical information technology support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks and applications in a centralized IT organization.

DESIRABLE QUALIFICATIONS:

- Additional years of experience in configuring, installing, and troubleshooting network, applications, security, equipment, or systems.
- Additional years of experience in configuring, installing, and troubleshooting IT server applications, security, equipment, or systems.
- Experience in network or system disaster/recovery.
- Experience configuring, installing and troubleshooting audio, video, and telephony applications, security, equipment, or systems.
- Experience with network or server IT systems documentation
- Certifications (e.g. A+, Cisco, Citrix, HP, IBM, Microsoft, Oracle and etc.)
- Professional Training (e.g. Cisco, Microsoft, HP, IBM, IT Project Management, Solarwinds Network Performance Monitor and etc.)
- Master's degree in Information Technology/Computer Science or closely related field

ADDITIONAL INFORMATION:

This examination will consist of TWO (2) parts:

Part I: An online computerized written test weighted 30%. The online computerized test will measure

deductive reasoning, professional potential, achievement, independence, influence, confidence & optimism, and reliability.

Only applicants that achieve a passing score of 70% or higher on the written test will proceed to Part II, an evaluation of training and experience.

NOTE: Applicants that have taken the identical written test(s) for other exams within the last 12 months will have their written test scores for the identical test part(s) automatically transferred to this examination.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Part II: An evaluation of training and experience based upon application information and desirable qualifications at the time of filing to determine the level and scope of the candidate's preparation for this position, weighted 70%.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

Applicants may receive notice via email and are responsible for provide a valid email address. Please add hkim@hr.lacounty.gov and info@governmentjobs.com to your address book to ensure the emails reach your inbox. Scores cannot be given over the telephone.

TEST PREPARATION

You can access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

ELIGIBILITY INFORMATION

The names of successful candidates will be placed on the eligible list for a period of 12 months.

Vacancy Information:

The resulting eligible list will be used to fill vacancies throughout the County.

Available Shift: Any

APPLICATION AND FILING INFORMATION

*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application by 5:00 pm, PST, by the last day of filing. All required documents must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to hkim@hr.lacounty.gov. Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

IMPORTANT NOTES:

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

SOCIAL SECURITY NUMBER: All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a

candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Heidi Kim

Department Contact Phone: (213) 738-2009

Department Contact Email: hkim@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #R2558D
NETWORK SYSTEMS ADMINISTRATOR I
HK

NETWORK SYSTEMS ADMINISTRATOR I Supplemental Questionnaire

- * 1. This Supplemental Questionnaire is to be completed by all applicants for the Network Systems Administrator I examination. This Supplemental Questionnaire requires you to document specific education, and work experience that pertain to the competencies identified as important to successful performance of the job duties of Network Systems Administrator I. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. Making false statements on this form may cause you to be disqualified from this examination.

Scoring The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Network Systems Administrator I.

Required information and supporting documentation In order to receive credit, you must provide all required information and supporting documentation (e.g., diploma, official college transcripts, duty assignment and supervisor contact information, etc.) as identified in the instructions for each section. Vague, illegible, or incomplete entries will also not be awarded credit.

Employment Experience It is your responsibility to provide verifiable documentation OR contact information from any agency or organization that supports the work experience you described in this questionnaire. The source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. All documentation for employment verification must be on the organization's letterhead.

Falsification of any information may result in disqualification or rescission of appointment. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. Be concise to the question you are answering. Do not copy and paste from a resume or work experience section for each question. I have read and understand the above instructions.

- * 2. Which of the following best describes your level of education?
 - ☐ High School graduate or equivalent
 - ☐ Some college, training, or certificate
 - ☐ Associate's degree
 - ☐ Bachelor's degree
 - ☐ Master's degree
 - ☐ Doctorate degree
- * 3. Which of the following best describes your area of specialization for your Bachelor's degree?
 - ☐ Computer Science
 - ☐ Computer Engineering
 - ☐ Information Systems
 - ☐ Closely Related Field
 - ☐ Other
 - ☐ Not Applicable
- * 4. If you have a closely related degree, have selected "Other" or if your degree is not listed above, please indicate your area of specialization for your Bachelor degree: (Write N/A, if Not Applicable):
- * 5. How many years of full-time, paid experience within the last five years do you have in a centralized Information Technology organization in LAN design, configuration or administration?
 - ☐ I do not have experience in this area
 - ☐ Less than 1 year of experience
 - ☐ 1 year of experience but less than 2 years
 - ☐ 2 years of experience
 - ☐ More than 2 years of experience
- * 6. Do you have at least two years of experience within the last five years at the level of IT Technical Support Analyst II working for the County of Los Angeles?
 - ☐ Yes
 - ☐ No
- * 7. If you answered "Yes" above, please indicate your payroll title. If you answered "No" please indicate "N/A".
- * 8. **Training and Experience beyond requirements.** In the following section of the Evaluation of Training and Experience, you will indicate which of the specified formal education and work experience you have completed. This section is NOT intended to include informal on-the-job

training or self-study. Which of the following have you completed?

- ☐ Master's degree from an accredited college or university in Information Technology
- ☐ Master's degree from an accredited college or university in Computer Science
- ☐ Master's degree from an accredited college or university in Computer Engineering
- ☐ Master's degree from an accredited college or university in Information Engineering
- ☐ Master's degree from an accredited college or university in Information Management
- ☐ Master's degree from an accredited college or university in Cyber Security
- ☐ Master's degree from an accredited college or university in Information Security
- ☐ Master's degree from an accredited college or university in other closely related degree
- ☐ None of the above

9. If you answered "closely related degree" to the preceding question, please provide the specific major.

* 10. **Full-Time Work Experience** (i.e., Full-time work is at least 40 hours a week)

How many years of verifiable experience within the last five years do you have configuring, installing, and troubleshooting network, applications, security, equipment, or systems?

- ☐ I do not have experience in this area
- ☐ Less than 1 year of experience
- ☐ 1 year of experience but less than 2 years
- ☐ 2 years of experience but less than 3 years
- ☐ 3 years of experience
- ☐ More than 3 years of experience

* 11. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following:

- a. Job Title
- b. Description of your duties/job experiences and scope of responsibility
- c. Employment start date and end date
- d. Hours worked per week
- e. Supervisor name, title, phone number and email address

If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 500 words or less.

* 12. How many years of verifiable experience within the last five years do you have configuring, installing, and troubleshooting IT server applications, security, equipment, or systems?

- ☐ I do not have experience in this area
- ☐ Less than 1 year of experience
- ☐ 1 year of experience but less than 2 years
- ☐ 2 years of experience but less than 3 years
- ☐ 3 years of experience
- ☐ More than 3 years of experience

* 13. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following:

- a. Job Title
- b. Description of your duties/job experiences and scope of responsibility
- c. Employment start date and end date
- d. Hours worked per week
- e. Supervisor name, title, phone number and email address

If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 500 words or less.

- * 14. Do you have experience in network or system disaster/recovery within the last five years?

☐ Yes
☐ No

- * 15. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following:

- a. Job Title
- b. Description of your duties/job experiences and scope of responsibility
- c. Employment start date and end date
- d. Hours worked per week
- e. Supervisor name, title, phone number and email address

If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

- * 16. How many years of verifiable experience within the last five years do you have configuring, installing and troubleshooting audio, video and telephony applications, security, equipment, or systems?

☐ I do not have experience in this area
☐ Less than 1 year of experience
☐ 1 year of experience
☐ More than 1 year of experience

- * 17. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following:

- a. Job Title
- b. Description of your duties/job experiences and scope of responsibility
- c. Employment start date and end date
- d. Hours worked per week
- e. Supervisor name, title, phone number and email address

If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 500 words or less.

- * 18. Do you have experience with network **OR** server IT systems documentation within the last five years?

☐ Yes
☐ No

- * 19. In order to receive credit for the areas of responsibility selected in the preceding question, you must provide the following:

- a. Job Title
- b. Description of your duties/job experiences and scope of responsibility
- c. Employment start date and end date
- d. Hours worked per week
- e. Supervisor name, title, phone number and email address

If you have no experience in an area of responsibility, then indicate "No Experience." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

- * 20. In this section of the evaluation of Training & Experience, you will indicate formal certifications and professional training you have completed. Certifications In order to receive credit for any of the following certification(s), certification must have been completed within the last 5 years. How many of the following certificate(s) have you completed? A+ Certification Cisco certified Cisco (CCNA) Cisco (CCNP) specialized in wireless or security Citrix Certified Associate/Professional/Expert CompTIA Server+ HP Unix Certification HP Ux/Solaris Certified Systems Administrator (CSA) IBM

IBM Certified System Administrator/Expert ITIL Linux Professional Institute Certifications (LPIC)
Microsoft Certified IT professional Microsoft server or OS Microsoft Exchange Oracle Red Hat Linux
Red Hat Certified System Administrator/Engineer (RHCE) VM Certified Associate/ professional
/advanced professional/design expert

- ☐ One of the above
- ☐ Two of the above
- ☐ Three of the above
- ☐ Four of the above
- ☐ Five of the above
- ☐ I have completed other closely related certificates within the last 5 years
- ☐ I do not have certifications within the last 5 years

21. If you completed other closely related certificates within the last five years, please specify the certificate(s) below:

* 22. **Professional Training** Training must have been completed within the last 5 years to receive credit. Please attach course completion form(s) for corresponding professional training you completed. How many of the following training course(s) have you completed? Cisco Routing and Switching Cisco Wireless LAN Cisco Prime Infrastructure Cisco Identity Service Engine Citrix CompTIA HP Certified Courses IBM Certified Courses IT Project Management Courses/Classes ITIL Linux McAfee Microsoft Certified Courses Oracle Certified Courses Solarwinds Network Performance Monitor Symantec VMware Certified Courses

- ☐ One of the above
- ☐ Two of the above
- ☐ Three of the above
- ☐ Four of the above
- ☐ Five of the above
- ☐ I have completed other closely related training courses within the last 5 years
- ☐ I have not completed training courses within the last 5 years

23. If you completed other closely related training courses within the last five years, please specify the training course(s) below:

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

PARALEGAL

SALARY: \$4,056.28 - \$5,615.82 Monthly
\$48,675.36 - \$67,389.84 Annually

OPENING DATE: 03/31/16

CLOSING DATE: 04/14/16 05:00 PM

POSITION/PROGRAM INFORMATION:

OFFICE OF THE DISTRICT ATTORNEY



TRANSFER OPPORTUNITY

Restricted to permanent employees of the Los Angeles County

PARALEGAL

**Bureau of Specialized Prosecutions
Family Violence Division**

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, reliable, and professional individual to fill a Paralegal vacancy in the Bureau of Specialized Prosecutions. This position involves a wide range of paralegal duties such as assisting Deputy District Attorneys (DDAs); processing discovery which is to be obtained and given to the defense prior to the preliminary hearing and preparing transcription of witness interviews; reviewing files and ordering from police agencies, hospitals, or other sources necessary discovery needed for preliminary hearings and trial preparation; assisting with Restitution matters including obtaining necessary documentation, interviewing witnesses, and preparing necessary court documentation; performing work requiring knowledge of legal concepts, principles, terminology and procedures, and use of legal reference material; conducting factual or legal research, analyzing law enforcement reports, evidence and legal resources, and recommending an effective course of action; drafting various legal documents (e.g., motions, memorandum or points and authorities, affidavits, and declarations); obtaining criminal history information; organizing trial notebooks; responding to Family Children Index inquiries; assisting the Assistant Head Deputy with supervision of law clerks; and coordinating the monthly Domestic Violence Death Review Team meeting.

DESIRABLE QUALIFICATIONS:

- Excellent oral and written communication, grammar, and language skills.
- Excellent computer skills and knowledge of computer programs and databases (Microsoft Word, Excel, PowerPoint, PIMS, CLETS, etc.).
- Excellent organizational skills.
- Strong multi-tasking and time management skills.
- Strong critical thinking and analytical skills.
- Ability to work independently and cooperatively within a team with minimal supervision.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to process discovery matters requiring extensive legal analysis.
- Ability to interact effectively with all levels of departmental staff, the public, law enforcement, and

various government employees.

PLEASE DO NOT APPLY ONLINE

REQUIREMENTS:

ACCEPTING RESUMES FROM: Only permanent employees of the Los Angeles County currently holding the payroll title of Paralegal and those who are on the current Paralegal certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations (if applicable). Only the most qualified employees will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Sudi Sahab
Managing Paralegal
211 West Temple Street, Suite 1238
Los Angeles, CA. 90012
Telephone: (213) 257-2912
E-mail: ssahab@da.lacounty.gov

NO LATER THAN: THURSDAY, APRIL 14, 2016

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****

PLEASE DO NOT APPLY ONLINE

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The

offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act

(Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #T9232J
PARALEGAL
RD

Los Angeles, CA 90010

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Psychiatric Social Workers II - Spanish Speaking

The Child Welfare Division is seeking to co-locate Psychiatric Social Workers for the following Medical Hubs: High Desert Regional Center in Lancaster and Harbor UCLA Medical Center in Torrance. The individuals selected will deliver mental health services to children and youth who are in or are at risk of entering the child welfare system.

EXAMPLE OF DUTIES:

- ❖ Provide assessments, screenings, consultations, crisis interventions, triage, referrals, and linkage services to children, youth, and their families.
- ❖ Actively participate in multidisciplinary meetings with professional members that include: staff from Department of Health Services (DHS), Department of Children and Family Services (DCFS), Department of Public Health (DPS), Law Enforcement Agencies, DMH Specialized Foster Care, and Mental Health Providers.
- ❖ Consult with Psychiatric Mobile Response Team or Law Enforcement to assist in acute or urgent issues.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills;
- Excellent verbal and written communication skills;
- Flexibility and willingness to in a fast paced environment;
- Ability to work as a team member and collaborate;
- Familiarity or experience working with DCFS or in health settings;
- Child mental health experience;
- Skilled in working with IBHIS, MS Office, i.e., Word, SRTS, Avatar, and Outlook.

Interested applicants who are currently holding the payroll title of PSW II may submit their resume, last two (2) performance evaluations, last two (2) years of master time cards and bilingual certificate **by 5:00 PM on Friday, April 8, 2016 to:**

Nicole Raymond
Telephone: (310) 668-3604
Fax: (310) 604-3603
nraymond@dmh.lacounty.gov

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EMERGENCY OUTREACH BUREAU
ACCESS Center**

TRANSFER OPPORTUNITY



Psychiatric Technician II

The Emergency Outreach Bureau – ACCESS Center Program is a 24/7 Call Center, located in Norwalk. Positions are now open on the Day and Evening Shifts. The programs mission is to provide consumers compassionate, timely and reliable mental health services and information. Individuals selected will provide mental health services as part of a multidisciplinary team.

EXAMPLE OF DUTIES:

- ❖ Provide services telephonically including mental health referrals, consultation, crisis interventions and telephone triage to Medi-Cal and non Medi-Cal consumers, families and the community at large, and when necessary perform countywide crisis response services.
- ❖ Dispatch ambulance services for providers.
- ❖ Assist to facilitate patient transfers to appropriate levels of care.
- ❖ Actively consult with the Department of Children and Family Services (DCFS), Law Enforcement Agencies, DMH Specialized Foster Care, and Mental Health Providers.
- ❖ Consult with Psychiatric Mobile Response Team or Mental Health Law Enforcement to assist in acute or urgent issues.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Excellent verbal and written communication skills
- Flexibility and willingness to work in a fast paced environment
- Ability to work as a team member and collaborate
- Skilled in working with IBHIS, SRTS, and Outlook
- Bilingual skills

Interested applicants who are currently holding the payroll title of Psychiatric Technician II may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, April 13, 2016 to:**

Stacie Layfield
Telephone: (562) 565-6503
Fax: (562) 406-1059
slayfield@dmh.lacounty.gov



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR SECRETARY II

SALARY: \$3,779.28 - \$4,952.36 Monthly
\$45,351.36 - \$59,428.32 Annually

OPENING DATE: 03/30/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF BEACHES & HARBORS

FILING DATES

March 30, 2016 - Until the needs of the service are met and may close without prior notice.

EXAM NUMBER:

TR2101BH

TYPE OF RECRUITMENT

Lateral Transfer

DEFINITION:

Acts as secretary to the head of a major division in a medium-sized County department.

CLASSIFICATION STANDARDS:

All classes in the Secretarial Group perform duties composed of essentially the same basic activities and operations. Positions in these classes are allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served. Typically, positions allocable to this class provide full-time secretarial assistance to the head of a major division or minor branch in a medium-sized County department typically having from 200 to 900 employees. In addition, also allocable to this class are positions in departments of lesser size characterized by the highly sensitive and complex work performed, positions in departments of larger size characterized by a work force providing non-technical general services, and, in Health Services, positions that head major nursing and administrative divisions in small hospitals. Also allocable to this class are positions which provide personal secretarial assistance to administrative support positions in a highly responsible supervisory staff capacity.

Positions in this class are distinguished from Senior Secretary I by the assignment of more administrative tasks, the scope and complexity of subject matter, and the requirement to exercise greater independence in acting for the superior.

VACANCY INFORMATION:

This position will serve the Division Chief of the Operational Services Division for the Department of Beaches & Harbors. The office is located in Marina del Rey and works Monday thru Thursday from 7am to 6pm. The work location and hours are not flexible and will be required of any candidate selected. Please be aware of our location and your possible commute before applying.

ESSENTIAL JOB FUNCTIONS:

- Replies to both verbal and written communication.
- Screens telephone calls, furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the supervisor.
- Makes appointments, keeps calendar, and schedules conferences, meetings and travel arrangements for supervisor.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.
- Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.
- Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy and the laws and regulations governing the activities of the office.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.
- Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
- Relieves supervisor of routine personnel, budget, and other operating details such as scheduling, timekeeping, and contacting the Chief Executive Office, Department of Human Resources, and other departments.
- Keeps track of the execution of plans, improvements, and projects initiated by the supervisor and recommends improvements in departmental procedures.
- May supervise lower-level clerical staff.

REQUIREMENTS:**TRANSFER REQUIREMENTS:**

All applicants **MUST** currently be a Los Angeles County employee, hold the payroll title of Senior Secretary II and have passed their initial probationary period in that classification.

No Out of Class experience or Withholds will be allowed for this opening.

All interested applicants **MUST** attach their updated resume, last two years of time history report, last two years Performance Evaluations and list of personal references to their application to be considered.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

OTHER REQUIREMENTS:

Typing Rate: 40 net words per minute.

ADDITIONAL INFORMATION:

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH

from the link below:

http://file.lacounty.gov/dhr/CCHO_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women.

Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who,

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #TR2101BH
SENIOR SECRETARY II
KL

Los Angeles, CA 90010
